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DD/S 62-5341
SSA 5-1776

16 NOV 1962

MEMORANDUM FOR: Special Support Assistant to the Deputy
Director (Support)

SUBJECT : Manpower Survey

1. Attached hereto are extracts from the Manpower Survey produced by an Agency Task Force. A majority of the extracted material involves both Deputy Director (Plans) and Deputy Director (Support) components. I would like to have you take this in hand and complete all coordination and action needed to dispose of the issues.

2. Upon completion of the indicated action, please let me have a very brief report on each of the items in question.

[Redacted Signature Box]

for L. K. White
Deputy Director
(Support)

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Attachments:

Extractions from Manpower Survey

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GROUP 1
Excluded from automatic
downgrading and
declassification

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Att to DD/S 62-5341

Extractions from Manpower Survey

Annex 1, Page 5, Paragraph 11a:

Specific Conclusions Regarding Headquarters Personnel Strength

A recapitulation of suggested increases and savings in personnel in various components of the FE Division is contained in Tab B. The following paragraphs discuss the proposed changes:

Personnel Section

A saving of 6 persons appears possible if existing procedures are streamlined and modified. Moreover, it is believed that the nature of the work requires fewer professional personnel officers and greater dependence on clerks to perform functions which are mainly of a clerical nature. Reorganization of the Personnel Section together with an elimination of unnecessary record keeping and assumption of a greater support role by the principal support offices of the Agency are among the major changes suggested. The present system for recording official assignment of personnel should be studied for the purpose of making the computer-produced listings more usable documents throughout the Division. The Central Processing Branch, Office of Personnel, can probably assume more of the mechanical tasks of moving people to and from overseas assignments and it is recommended that this suggestion be studied. (Tab B, Personnel) -See Page 14 of this attachment.

Annex 4, Pages 5 and 6, Paragraph 6f:

Tables of Vehicular Allowances (TVA)

(1) Paragraph 3c [] places on the Director of Logistics responsibility for approval of Tables of Vehicular Allowances (TVA's) and requires that he be provided with information necessary to justify changes thereto, including changes of vehicular authorizations from one station to another within the same area division. Paragraph 3g(2) of the same regulation requires that the Office of Logistics maintain the official records of Agency vehicles.

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(2) Paragraph 3 [] provides that consolidated TVA's be prepared for the various elements of each Operating Office and permits the Operating Official to transfer vehicle authorizations between stations, bases, or other elements of his organization without approval of the Office of Logistics. It requires, however, that he submit immediately to the Director of Logistics complete justification of such changes as required []

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(3) Since the Operating Offices must maintain records of their own TVA's, this justification of each change appears to be excessive control.

(4) It is recommended instead that each Operating Office submit annually to the Director of Logistics a report that would accomplish the three following objectives: (a) provide a list of the changes in vehicle authorizations that were made during the year so that the Office of Logistics may up-date its records; (b) inform the Office of Logistics of any reductions; and (c) submit requests for increases in the TVA, with appropriate justification, for approval by the Director of Logistics. If an Office should require an increase during the year because of an emergency situation, it could, of course, submit a request at any time. It might be noted that, although project vehicles are included in the TVA's, they are not approved by the Director of Logistics but are covered by approval of the project.

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